



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## FORESTRY PROGRAM MANAGER

Job Number: 20001488

Job Code: 72350V000101

Job Group: 7200 - FORESTRY

Job Established: 06/16/1982

Job Revised: 04/16/2007

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 12 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Plans, develops and supervises the activities of one or more statewide forestry programs; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have five years of forestry, business administration, public administration or law enforcement experience, two of which must have been in forestry.

#### **Substitute EDUCATION for EXPERIENCE:**

Graduate study in the above mentioned areas will substitute for the non-forestry experience on a year-for-year basis.

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Advises the director in establishing priorities for the division. Designs systems to evaluate these priorities. Analyzes data received from program evaluation systems and coordinates modifications of programs to maximize achievement goals. Advises the directors of problems that could affect progress in the attainment of division objectives. Serves as a member of the program evaluation team which provides technical advice in coordinating activities among regional foresters, program managers and staff in order to maximize division effectiveness. Supervises program coordinators in setting and accomplishing division goals. Evaluates performance of staff. Represents the director in coordinating forestry concerns with other state and federal governmental agencies and industrial and special groups.

**UNIQUE PHYSICAL REQUIREMENTS:**

Extreme physical effort is required when suppressing wild land fires if mobilized to assist during emergencies.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Travel will be required.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*